



1. **SOLICITATION NUMBER:** SOL-675-17-00001
2. **ISSUANCE DATE:** January 23, 2017
3. **CLOSING DATE AND TIME:** February 17, 2017. 16:30 Local Time,
4. **POSITION TITLE:** Project Development Specialist (Food Security Monitor)
5. **OPEN TO:** All Qualified Candidates
6. **WORK HOURS:** FULL TIME; 40 HOURS/WEEK
7. **MARKET VALUE OF POSITION:** FSN-11 (GNF193,883,627 – GNF290,825,459 per annum).
(with the possibility of hiring the employee at the trainee level,)
Final compensation will be based on the individual's salary and work history, experience and educational background.
8. **EVALUATION FACTORS:** Evaluation of qualifications and experience required of candidates will be conducted on a 100-point scale and weighted as follows: Education (15%); Work Experience (30%); Knowledge (25), Skills & Abilities (20%); Language (10%).
9. **PERIOD OF PERFORMANCE:** One year renewably annually for up to a total of five years, subject to availability of funds and satisfactory job performance.
10. **PLACE OF PERFORMANCE:** Conakry, Guinea.
11. **SECURITY ACCESS:** Background Check
12. **AREA OF CONSIDERATION:** Foreign Service Nationals

NOTE : Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

ALL ORDINARY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

13. SCOPE OF WORK

A. BASIC FUNCTION OF POSITION:

Given the significant resources invested by USAID in Guinea for Food Security under the Feed the Future Initiative, the incumbent serves as a Food Security Monitoring, based in Conakry, Guinea, and will primarily work to manage, improve, monitor, and evaluate the effectiveness and efficiency of food security programs; exchange information with partners other donor agencies, Non-Governmental Organizations (NGOs), and the private sector to conduct and provide analysis on project and food security issues; provide guidance to other United States (U.S.) government units engaged with food security efforts, and provide expert analysis and recommendations to the Mission's Feed the Future technical team on how to improve project performance.

It is expected that up to 40% of the Food Security Monitoring Specialist's time will be spent traveling throughout the country to monitor program activities and assess Feed the Future project performance and outcomes. This may also include international travel to inform programming, engage in technical exchanges, and coordinate and share information and best practices in Sierra Leone.

B. MAJOR DUTIES AND RESPONSIBILITIES:

The Food Security Monitoring Specialist is the key person to lead any efforts to effectively manage, monitor and evaluate Feed the Future resources in Guinea. His/her primary responsibility is to monitor and give direction within the limits of the donor/recipient relationship to USAID acquisition and assistance programs; report on their implementation to the USAID/Guinea and Sierra Leone Mission (Conakry), set up, and manage Guinea and Sierra Leone Feed the Future Program Implementation Platform for Lessons Learned in cooperation with partners that inform about project successes and failures and mitigating actions. The incumbent will be expected to serve as a full member of the Agriculture and Environment Team in the General Development Office. Working with the Mission's technical teams, the Specialist will also ensure coordination of Food Security and Environment activities, with health and environment activities in the country.

The Food Security monitoring Specialist's duties will include, but not be limited to the following:

Activity Management: 65%

- Serve as C/AOR for food security and environment and evaluation activities.
- Conduct monitoring site visits of food security activities implemented by implementing partners and participate in meetings regularly. Report findings to inform funding decisions or modifications to ongoing programs.
- Perform data quality analysis and analyze and make recommendations as necessary.

- Review implementing partner quarterly, annual, and other reports, pipeline analyses, accruals, and implementation work plans.
- Conduct monitoring visits and Data Quality Assessments (DQAs) of programs, in compliance with Agency directives.
- Review and regularly track implementing partner's compliance with Regulation 216 (22 C.F.R. 216) related to environment impact through site visits, annual reviews, and implementation of the Environmental Management and Mitigation Plans (EMMP) and Initial Environmental Examinations.
- Ensure harmony between all FTF partners performance management.

Technical Assistance and Support: 35%

- Serve as a point of contact for all issues pertaining to Feed the Future in Guinea for the USAID Mission, USAID/Washington and regional Missions.
- Work with the Feed the Future team in Guinea to promote integration with other donor and private sector programs to increase the effectiveness of the overall program.
- Advise on the preparation of Embassy Operational Plan (OP) and Performance Plan & Report (PPR) narratives and budgets annually.
- Help facilitate and build partnerships with the private sector and other donors, and manage those relationships for the team.
- Develop and maintain good filing system for Feed the Future project and program documents
- Provide reports and information when needed to the team, the Mission, and other stakeholders on the current food security situation in-country.

C. QUALIFICATIONS/SELECTION CRITERIA:

Education: (10 POINTS)

- a. Bachelor degree in business administration, mathematics, economics, international development, social sciences, geography, technical field (e.g., agriculture, public health, nutrition) or a related area is required. Master's degree is preferred.

Prior Work Experience: (30 POINTS)

- b. At least five years of relevant work experience in a monitoring or technical capacity in a local or international organization is required.

- c. Post Entry Training: On the job training.

Language Proficiency (10 POINTS):

- d. Level IV (Fluent) speaking, reading and writing in French and Level IV speaking, reading and writing in English.

Job Knowledge (30 POINTS):

- e. Knowledge of the function and familiarity with Food security issues. At least three years of experience in one or more aspects of managing food security projects such as performance monitoring, and evaluation plans and their components, statistical analysis, Geographic information, data management, information management is required. Demonstrated capacity for perceptive analysis and the ability to write logically and speak effectively are required. A writing sample may be requested. A high degree of professionalism, discretion, teamwork and excellent interpersonal skills is essential, in addition to sound judgment. Technical experience in sectors such as agriculture, nutrition or food security is desired.

Skills and Abilities (20 POINTS):

- f. The incumbent should demonstrate strong computer skills in MS Office applications including Word, Excel, Power Point, and Gmail, and have internet competency. He must possess excellent written, consensus building, interpersonal and communication skills and knowledge of S.P.S.S, S.A.S, Geographic Information System, google applications. He must develop and maintain a good working relationship with partners.

D. POSITIONS ELEMENTS:

Supervision Received: The Food Security Monitor will be supervised on a day-to-day basis by the Agriculture and Environment Officer in the USAID/Guinea Mission in Conakry. Given the twinned Mission status between Guinea and Sierra Leone and Guinea, she/he will provide technical support to designated staff in the Freetown Office.

Supervision Exercised: NONE.

Available Guidelines: Automated Directive System (ADS).

Exercise of Judgment: The incumbent must be able to exercise independent judgment in prioritizing and carrying out assigned duties in conjunction with the team.

Authority to make Commitment: The incumbent is expected to take initiative and act independently with little direction, but will have no authority to make financial commitments on behalf of the U.S. Government.

Nature, Level, Purpose of contacts: The job holder must be able to maintain a constant high quality dialogue with key stakeholders involved with program implementation, as well as with concerned Embassy staff. The main purpose of this dialogue will be to make sure all parties have the guidance they need to carry out food assistance activities and humanitarian relief efforts in an efficient manner.

Time Expected to Reach Full Performance Level: One year.

E. INSTRUCTIONS TO APPLICANTS:

- A) **Applying:** For applicants to be considered for this position the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.
- i). **Marking Applications:** To ensure consideration of applicants for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter, as well as using the address/delivery point specified in this solicitation. **Also, all documentation MUST be in ENGLISH.**
- ii). **CV:** An up-to-date curriculum vitae (CV) or resume. Your CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training addresses the minimum qualifications and evaluation criteria set forth in the solicitation.
- iii). **Form AID-302-3 OR DS-174:** The submitted form must be signed and completed as much as possible and may reference the CV/resume for a greater detailed explanation of work experience rather than repeat it in the AID-302-3. Form AID-302-3 is available on USAID Website <http://www.usaid.gov/forms>
- Form DS-174 is available on State website at:**
https://conakry.usembassy.gov/job_opportunities.html
- iv). **References:** Three (3) to five (5) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter. The interviewing committee will delay such reference check pending communication with the applicant.
- v). **Posting address:** Completed package Applications should be sent to Conakrypjobs@usaid.gov.

F. SECURITY AND MEDICAL CLEARANCES

- i). **Medical Clearance:** Prior to signing a contract, the selected individual will be required to obtain a medical clearance or waiver for the country of performance specified. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.
- ii). **Security Clearance:** Prior to signing a contract, the selected individual will be required to obtain a Security Background Check. This temporary security clearance will be requested

while a personal background investigation is conducted. Instructions for obtaining the security clearance will be forwarded to the selected individual once negotiations have been concluded.

EQUAL EMPLOYMENT OPPORTUNITY: *The US Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guinea also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.